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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD DISTRIBUTION ADMINISTRATION  
WASHINGTON, D. C.

January 14, 1943

TRANSPORTATION AND WAREHOUSING BRANCH MEMORANDUM NO. 4

To: All Personnel in the Branch

From: W. C. Crow, Chief

Subject: Custody and Disposition Division-Establishment of Field Office  
at Spokane, Washington.

- A. Purposes: Effective January 11, 1943, a Field Office is established in Spokane, Washington for the purposes of maintaining an orderly flow of Lend-Lease consignments destined for export from ports in the states of Washington and Oregon, and accomplishing related functions with respect to other programs of the Administration.
- B. Relationship: In achieving these purposes, the Spokane Office will act in collaboration with Outport Representatives stationed at the ports of Portland, and Seattle, and any other port offices which may be established in the states of Washington and Oregon, and be under the jurisdiction and administrative supervision of the Pacific Regional Office. Operating direction and instruction will be received from the Office in Washington, D. C. on shipments which originate outside of the states comprising the Pacific Region. On shipments originating within the states comprising the Pacific Region, operating direction and instruction will be received through the San Francisco Office.
- C. Functions: The primary functions of the Spokane Office shall be to:
- (1) Exercise control over the movement of traffic from the time it arrives at the point of reconsignment, or nearby hold points, specified below in Section D, Paragraph 1, until it reaches the outport;
  - (2) Maintain and provide accurate and complete information on all shipments covered by this Procedure;
  - (3) Maintain accurate and complete information on storage facilities, dry and cold, in the States of Washington and Oregon, which require a line haul into the Northwest Pacific ports; effect reconsignments to storage as may be necessary; maintain essential transit records, and withdraw from storage as required.
- D. Procedure: To provide for the effective conduct of this office the following procedure is established:
- (1) Advice of Orders. Shipments destined for ultimate export, via the Northwest Pacific Ports, shall be consigned, on and after January 15, 1943, by the Shipping Section in Washington, D. C. or Field Offices to the FSCC Spokane, Washington; Pocatello, Idaho, La Grande, Oregon, or Pendleton, Oregon. However, shipments moving to the Northwest Pacific Ports from Pacific Regional origins not routed via Spokane,

Washington or Pendleton, Oregon will be consigned direct to port. A copy of the Transfer-Forwarding Ticket Control (Form PB-13) for each shipment will be air-mailed to the Spokane Office by the Shipping Section, Washington, D. C. at the close of business the day shipping instructions are furnished the Shipper. For all shipment from Pacific Regional origins not routed via Spokane, Washington or Pendleton, Oregon the San Francisco office will follow the usual procedure of sending an advance copy of Carlot Card to the appropriate outport representative.

(2) Notice of Shipment: Telegraphic notice of shipments consigned as indicated in D-1 above, will be teletyped immediately by the New York Office to the Spokane Office. The New York Office will likewise relay this information by teletype to the Pacific Regional Office.

In the event telegraphic notice of shipment is not received by the Spokane Office and shipping papers arrive in the Spokane Office, that office will immediately teletype the San Francisco Office, which office will in turn teletype the New York Office the same information as is required to be wired by the shipper, in order that those latter offices may prepare car cards and in order that the New York office may trace shipper for failure to telegraph notice of shipment.

In the event such telegraphic notice of shipment is not received by the Spokane Office, and the first indication received is notice of car arrival at hold point or by inclusion in train consist reports, the Spokane Office will immediately ascertain as far as possible the car number and initial, commodity, shipper, origin and order number. This information will be teletyped through the San Francisco Office to the New York Office, in order that those offices may prepare temporary car cards and trace shipper for non-receipt of wire notice. When papers are received, the Spokane office will teletype the balance of the information required by the telegraphic notice of shipment to the New York Office through the San Francisco Office in order that supplemental car cards containing complete information may be issued.

(3) Carlot Cards: On receipt of the telegraphic notice of shipment, the San Francisco Office will prepare, for the Spokane Office, three (3) copies of "Carlot Card" which shall be air-mailed to the Spokane Office and used for the following purposes:

Copy 1 - For Spokane Documentation Control File

Copies 2 and 3 - Distribution of Papers

(a) On movements to Inland Storage, these copies are held in pending file with shipping papers. See 10 (b) hereafter for ultimate disposal.

(b) On direct movements to port destination, these copies are transmitted with shipping papers to the appropriate Outport Representative, who will distribute them in accordance with the Outport Procedure.

(4) Carlot Position Control: To maintain and exercise control over cars shipped as indicated above, the Spokane Office will use a Carlot Position Control Form. All cars are to be recorded and their progress noted on this form. It is also to serve as the source from which the Spokane Office will prepare the reports called for hereinafter.



(5) Distribution of Papers On all shipments destined for the points set forth in D-1 above, the shipping section in Washington, D. C. or the Field Office doing the billing will instruct the Shipper to distribute the papers in accordance with Exhibits A & B attached.

(6) Shipments from Warehouses: On shipments from warehouses, the New York or San Francisco Offices, depending upon the location of the warehouse, will immediately upon receipt of the telegraphic notice of shipment (in the case of San Francisco - as relayed by New York) forward to the Spokane Office the necessary shipping documents on file in the respective offices.

(7) Exchange of Commercial Bills of Lading On shipments falling within the scope of this procedure, which move on a commercial bill of lading, to be exchanged for a government bill of lading, upon receipt of the commercial bills of lading, the Spokane Office will prepare government bills of lading bearing the following notation:

"This shipment moved on a commercial bill of lading which is attached hereto and made a part hereof. All data has been correctly copied.

J. E. Barwin"

The original commercial bill of lading shall be securely stapled to the original government bill of lading and together with the second yellow copy forwarded in accordance with sub-paragraphs 10 (a) or (c) following.

The pink copy of the government bill of lading shall be transmitted to the Traffic Services Unit, Shipping Section, Transportation and Warehousing Branch, Washington, D. C. The balance of the copies shall be forwarded to the San Francisco Office for distribution.

(8) Car Arrivals The Spokane Office will arrange with the carriers, at the reconsignment points listed above in paragraph 1, and the Army Regulating Officer at Spokane, to receive immediate notice by telephone, to be subsequently confirmed in writing, or by telegram, of all car arrivals, and all cars held back of reconsignment points. These notices should include hold point, number, commodity, name of the shipper, point of origin, and time and date of arrival. The Spokane Office should also arrange to receive daily reports from the Army Regulating Officer, showing forwarding of cars to the Army Regulating Officer, showing forwarding of cars to the reconsignment or hold points, as taken from the train consist reports furnished by the carriers to the Army Regulating Officer.

(9) Information on Port Positions. Each day, the Spokane Office will consult by telephone or teletype, (preferably by telephone Conference) with the Outport Representative at Seattle and Portland or any other Northwest Pacific Outport Offices subsequently established, to secure and provide information on the following matters:

(a) Car on track, cars on and at pier, cars in storage, and additional requirements at the ports;

(b) Available storage space (cold and dry) and condition of rail facilities at each port;

(c) Anticipated and actual availability at reconsigning points and transit storage at inland storage points.

(10) Reconsignments: The Spokane Office will consign or divert cars as necessary, in accordance with requirements as determined under paragraph 9 above, and after consultation with the Army Regulating Office for port clearance, and with the Shipping Section in Washington, D. C. (By teletype). From the Shipping Section, Spokane will secure the required Transfer-Forwarding Ticket numbers, QMR and WSA forwarding numbers. Orders are to be placed with carriers, whenever possible, before arrival at the reconsigning station. Immediately thereafter, the Spokane Office is to prepare the Reconsignment Confirmation and distribute copies as follows:

Original - Permanently fastened to the original bill of lading;

One copy - To the carrier's local representative;

One Copy - To the Washington, D. C. office marked for the Fiscal Branch; Accounting Division;

Two Copies - To the Washington, D. C. office marked for the Traffic Services Unit, Shipping Section;

One copy - To be retained by the Spokane Office.

After reconsignment is effected, Form FSC 1590 shall be prepared and distributed as follows:

Original and one copy - Defense Program FSCC

150 Broadway, New York City, New York

Two Copies - Traffic Services Unit, Shipping Section, Washington, D. C.

One Copy - Pacific Regional Office

One Copy - Retained by Spokane Office

A "Notice of Diversion or Reconsignment", see exhibit C shall also be prepared in triplicate for each car reconsigned, and distributed as follows:

Original - Accounting Division, Fiscal Branch, Washington, D. C.

One Copy - Traffic Service Unit, Shipping Section, Washington, D. C.

One Copy - Retained by Spokane Office for filing with covering Form - 1590.

If Icing Instructions are required, information on the proper instructions is to be obtained from the Chart of Icing Instructions, and given verbally to the carrier. Such instructions are to be noted on Form 1590. A "Confirmation of Icing Instructions Issued at a Hold Point or Destination", see exhibit D is to be prepared and distributed as follows:

Original - Securely attached to Original Bill of Lading.

One Copy - Local Representative of Carrier.



One Copy - Traffic Service Unit, Shipping Section,  
Washington, D. C.

One Copy - Accounting Division, Fiscal Branch,  
Washington, D. C.

One Copy - Retained by Spokane Office for filing  
with appropriate Form 1590.

(a) To Storage If a car is reconsigned to inland storage (requiring a line haul to Port) in the States of Washington and Oregon, the Spokane Office will complete the "Notice" portion of Form FSC-1528, and distribute the form as follows:

Original and seven copies - to warehouse with original and one copy (yellow) of Government bill of lading.

One copy - Retained in Spokane Office Document File with three carlot cards and balance of inland documents.

The warehouse shall be instructed to handle all matters relative to receipt of goods, and distribution of inbound documents in accordance with Form FSC 1519, except that the warehouse shall be instructed to mail one completed copy of Form 1528 to the San Francisco Office and one completed copy to the Spokane Office and except that under Section #10 of that form the properly registered inbound expense bill shall be secured and returned to the Spokane Office immediately bearing the warehouse lot number. Spokane will fully record these bills in the "Tonnage Record" and file them in a special "transit file". The Spokane Office shall also arrange that copies of warehouse inventories be furnished that office and San Francisco Office, and make a monthly audit of storage accounts.

(b) Withdrawal from Storage When commodities stored under this procedure are to be drawn from Northwest Inland Transit storage, the Spokane Office will make the application of tonnage and request Transfer Forwarding Ticket numbers, QMR numbers and WSA Call forward numbers by teletype from the Shipping Section, Washington, D.C. Reply by teletype shall be made immediately and the Spokane Office will order the proper lot loaded from storage by preparing Form AMA 194 and government bill of lading and distributing as follows:

Form AMA-194  
(Superseding FSC-  
1512)

Original and one copy to Warehouse  
2nd, 3rd, 4th, copies to Order, Transportation and Delivery Unit, Shipping Section, Washington, D. C. which will distribute them.  
5th copy to San Francisco Office  
6th copy to be retained as permanent record in Spokane Office.

Bill of Lading

Pink copy to Traffic Service Unit, Washington, D. C.

Original and balance of copies to Warehouse for execution by Carrier.

(Note) Care must be exercised to insure warehouse understands substitution of Transit tonnage in order that the lot ordered out is actually shipped against the tonnage applied.

The Spokane Office will remove from its document files the inbound shipping documents covering the "lot" ordered shipped from storage and retaining one of the carlot cards for permanent record of document distribution, forward the documents with Form FSC 1528, Bill of Lading, and inbound expense bill to the warehouse.

Accompanying the shipping documents shall be an appropriate letter of transmittal instructing the warehouse to forward the two carlot cards, original and 2nd yellow copy of Bill of Lading, BAI certificates, if any, Box Weight Talleys if any, original and one copy of FSC 1645, and loading manifest to the outport representatives at destination giving full address, and to distribute the balance of the documents in accordance with Form FSC 1519 and Plan B. The warehouse shall also be requested to mail a copy of Form 1645 to the Spokane Office and a copy to the San Francisco Office.

The "Carlot Position Control Record" and the "Tonnage Record" shall be properly and fully cleared. In the case of these records, care should be exercised to incorporate any "tonnage substitution" into the record.

(c) Direct to Port When a car is reconsigned to port, the Inbound Shipping Documents shall be removed from Document Files, and (with original of Reconsignment Confirmation and "Confirmation of Icing Instructions" securely attached to original B/L) shall be forwarded to the new destination. Forwarding of documents shall be noted on one copy of the Carlot Card and that card filed in Spokane. Proper clearance of the Carlot Position Control Record shall also be made.

(11) Reports In addition to the copies of forms provided heretofore, the Spokane Office will provide the following reports:

- (a) Daily Teletype Report The report of car arrivals, reconsignments to storage and/or ports, will be provided daily to the San Francisco Regional Office. That Office will in turn include this data in its daily report to Washington, D. C.
- (b) Weekly Typewritten Report As of the close of business each Friday night, the Spokane Office will prepare a summary report showing cars on track, by car number, commodity, railroad, date of arrival and number of days on track. The weekly report is a review of the commodity position at Spokane and shall reflect the changes reported daily. This report is to be mailed to San Francisco, which office will in turn include this information in its report to Washington, D. C.



## EXHIBIT - A

IMPORTANT

TO ELIMINATE DELAYS AND EXPEDITE THE PAYMENT OF CLAIMS, YOU ARE CAUTIONED TO FOLLOW THE FOLLOWING INSTRUCTIONS FOR THE DISTRIBUTION OF DOCUMENTS COVERING THIS SHIPMENT.

FOR VENDORSDISPOSITION OF NOTICE AND DOCUMENTS

DOCUMENTS	DISTRIBUTION
<u>Notice of Shipment</u>	Collect telegram on day of shipment to: Food Distribution Administration Defense Program 150 Broadway New York, New York
<u>Bill of Lading</u> (Government)	Original and one yellow copy to: Food Distribution Administration 423 Federal Building Spokane, Washington  One blue and three yellow copies to: Food Distribution Administration Defense Program 150 Broadway, New York, N. Y.
<u>Commercial Bill of Lading</u> <u>Collect exchange, or fully prepaid</u>	Original and one copy to: Food Distribution Administration 423 Federal Building Spokane, Washington
<u>Loading Manifest</u>	Original and one copy to: Food Distribution Administration 423 Federal Building Spokane, Washington  Six Copies to: Food Distribution Administration Defense Program 150 Broadway, New York, N. Y.
<u>B.A.I. Export certificate, if any</u>	Original and one copy to: Food Distribution Administration 423 Federal Building Spokane, Washington
<u>Box Weight Tally, if any</u>	Original and three copies to: Food Distribution Administration 423 Federal Building Spokane, Washington

Unless otherwise specified above, documents covering this shipment shall be prepared and distributed in accordance with Form FSC-1511 "Instructions to Vendors". Caution! The collect telegram notifying our New York Office of shipment must contain all information outlined in Par. 12 of Form 1511 and must be sent the day of shipment or this contribution to the war effort will be delayed.

\* Vendor or Weighing Bureau may retain one yellow copy of each bill of lading, if required.

TO ELIMINATE DELAYS AND EXPEDITE THE PAYMENT OF CLAIMS,  
YOU ARE CAUTIONED TO FOLLOW THE FOLLOWING INSTRUCTIONS  
FOR THE DISTRIBUTION OF DOCUMENTS COVERING THIS SHIPMENT.

## FOR WAREHOUSEMEN

## DISPOSITION OF NOTICES AND DOCUMENTS

DOCUMENTS	DISTRIBUTION
<u>Notice of shipment</u>	Collect telegram on day of shipment to: Defense Program Food Distribution Administration 150 Broadway New York, N. Y.
<u>Warehouse Shipping Report</u> (Form FSC-1645)	Original and one copy to: Food Distribution Administration 423 Federal Building Spokane, Washington
<u>Bill of Lading</u> (Government)*	Original and one yellow copy to: Food Distribution Administration 423 Federal Building Spokane, Washington
<u>Commercial Bill of Lading</u> <u>collect exchange, or</u> <u>Fully prepaid</u>	One blue and three yellow copies to: Defense Program Food Distribution Administration 150 Broadway New York, New York
	Original and one copy to: Food Distribution Administration 423 Federal Building Spokane, Washington

Unless otherwise specified above documents covering this shipment shall be prepared and distributed in accordance with Form FSC 1519 "Instructions for Warehousemen". Caution! The collect telegram notifying our New York Office of shipment must contain all information outlined in Par. 23 of Form 1519 and must be sent the day of shipment or this contribution to the war effort will be delayed.

\* Warehousemen or Weighing Bureau may retain one yellow copy of each bill of lading, if required.

EXHIBIT - C

NOTICE OF DIVERSION OR RECONSIGNMENT

\_\_\_\_\_  
\_\_\_\_\_, 194\_\_\_\_\_  
\_\_\_\_\_

Chief, Accounting Division

Fiscal Branch

Food Distribution Administration

Washington, D. C.

Car \_\_\_\_\_ B/L No. \_\_\_\_\_ arrived \_\_\_\_\_,  
\_\_\_\_\_ on \_\_\_\_\_ 194\_\_\_\_ free time began 7:00 A.M.  
194\_\_\_\_, time \_\_\_\_\_ PM/AM Order No. \_\_\_\_\_  
\_\_\_\_\_.

FEDERAL SURPLUS COMMODITIES CORPORATION

By \_\_\_\_\_  
Traffic Representative

cc: Traffic Services Unit, Shipping Section, Food Distribution  
Administration, Washington, D. C.



CONFIRMATION OF ICING INSTRUCTIONS  
ISSUED AT A HOLD POINT OR DESTINATION

194

Mr. \_\_\_\_\_

Agent \_\_\_\_\_  
(R.R.)

\_\_\_\_\_  
(Address)

This confirms instructions of \_\_\_\_\_ issued to Mr. \_\_\_\_\_,  
\_\_\_\_\_ to ice car \_\_\_\_\_ B/L No. \_\_\_\_\_ with \_\_\_\_\_ lbs.  
\_\_\_\_\_ ice \_\_\_\_\_ %salt and re-ice with \_\_\_\_\_ lbs. \_\_\_\_\_ %salt  
at \_\_\_\_\_,

FEDERAL SURPLUS COMMODITIES CORPORATION

By \_\_\_\_\_  
Traffic Representative

cc: Traffic Services Unit, Shipping Section, Food Distribution  
Administration, Washington, D. C.

cc: Chief, Accounting Division, Fiscal Branch, Food Distribution  
Administration, Washington, D. C.